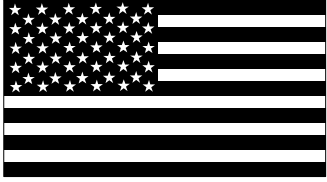
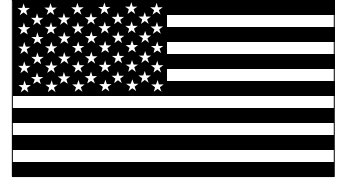


Monroe County Board of Elections



*"Proudly we serve as
Election Inspectors"*



*"Proudly we serve as
Election Inspectors"*

Election Inspector Training Manual

Revised 7/1/05



PETER M. QUINN
COMMISSIONER

DOUGLAS E. FRENCH
DEPUTY

THOMAS F. FERRARESE
COMMISSIONER

SHEILA M. FLEISCHAUER
DEPUTY

Monroe County Board of Elections
39 West Main Street
Rochester, NY 14614
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For Inspector Information

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Preview

NEW IN 2005

- ❖ **Reorganized Manual**
- ❖ **New section on Poll Book Procedures**
- ❖ **Review of ID Requirements for 1st time voters**
- ❖ **Procedure for Cranking Down Handicap Machine**
- ❖ **New section on inspector pay**
- ❖ **What to do in an Emergency**

Message from the Commissioners

Dear Inspector:



Peter
Quinn



Thomas
Ferrarese

First and foremost thank you for your willingness to serve as election inspectors and your commitment to the electoral process. We cannot thank you enough for the wonderful job you do serving our voters on Election Day. We consider you to be a part of the Board of Elections organization and you are the ones responsible for serving the voters directly.

This will be a very busy election year. Primary Elections will be held on Tuesday, September 13, 2005 and the polls will be open from Noon to 9 p.m. Inspectors are expected to arrive at their assigned sites 11:30 a.m. to prepare for the day. The General Election will be held on Tuesday, November 8, 2005 and the polls will be open from 6 a.m. to 9 p.m. Inspectors are expected to arrive at their assigned sites 5:30 a.m. to prepare for the day. We are confident that your training will provide for a smooth, efficient and accurate election. Your loyalty to the Board and the voters ensures the success of a fair and honest Election Day.

Sincerely,

Peter Quinn

Republican Commissioner

Thomas Ferrarese,

Democratic Commissioner

Table of Contents

Subject	Page
PART I: Before You Start	1-3
Inspector Appointment	1
Coordinators & Scheduling	1
Election Inspector Duties	2
The Chairperson	2
The Voting Machine	3
PART II: Opening the Polls	4-6
Signs	6
PART III: Check-In Procedures	7-14
ID Examples	7
Poll Book Procedures	7
Name Changes	8
Primary Elections	8-9
Voter Moves in Same District	10
Affidavit Ballots	10-11
Affidavit Envelope	12
Court Orders	13
Write-In Votes	13
Emergency Ballots	14
Emergency Procedures	14
PART IV: People at the Polls	15
Spanish Interpreters	15
Poll Watchers	15
Candidates	15
PART V: Helping the Voter	16-17
Assisting Voters	16
Handicap Accessible Machine	17
Tips for Assisting Disabled Voters	17
Service Animals	17
PART VI: At the Polls	19-20
Absentee Ballot Voters	19
Voter Challenges	19
Election Etiquette	20
Breaks & Meals	20
Conduct	20
PART VII: Closing	21-22
Cutting the Paper Roll	21
Re-packing Instructions	22
PART VII: The Election Process	23
Glossary of Terms	24
Frequently Asked Questions	25-26
List of Photos and Illustrations	26

Inspector Appointment (Election Law §3-400 to §3-420)

The parties that achieve the highest and second highest votes for governor are responsible for assigning inspectors. Inspectors are chosen from enrolled Democrats and Republicans first, but voters registered in other parties may be assigned in an emergency. Lists of inspectors are recommended by local party committees or the County Committee to the Board of Elections by May 1. Usually, this list is the previous election's working (active) inspectors. On July 15, after reviewing the party recommendations, the Elections Commissioners select and appoint a list of inspectors; thereafter, changes may be made to this list.

Minimum Qualifications for Election Inspectors

- Be a registered voter.
- Be a resident of the County in which he or she serves.
- Attend an annual training session.
- **Pass an examination at the end of any training session attended.**
- Speak and read the English language and write legibly.

A registered voter may not serve as an inspector if they are a candidate for public office to be voted for by the voters of the district in which he or she is to serve or is a spouse, parent or child of such candidate

Coordinators & Inspector Scheduling

2 Coordinators are appointed, one from each political party, to Legislative Districts in the City and Towns. Coordinators are qualified inspectors who receive special training and who know Election Law.

Coordinators are responsible for:

- ★ Scheduling Inspectors (Call your coordinator immediately if you are scheduled and unable to work)
- ★ Insuring Inspectors to attend required training classes
- ★ Recruiting Inspectors
- ★ Being involved in supply delivery and return
- ★ Visiting each election district on election day.

Coordinators are looking to schedule inspectors that are knowledgeable, trained, friendly, courteous and can work the entire election day. Inspectors need to maintain a good rapport with their coordinators.

A Coordinator schedules inspectors in an Election District (ED). Inspectors may be scheduled to work in any election district and may be scheduled in a different election than where they vote. Normally, four inspectors, two Republicans and two Democrats, are scheduled for each ED. Inspectors should contact their coordinator if they have any questions about whether they are working on an election day. **Inspectors must heed the advice of Coordinators of EITHER party.**

The Roles and Responsibilities of an Election Inspector

ELECTION INPECTORS

The responsibilities of the Election Inspector are:

1. To open and close the voting machine.
2. Organize the physical layout of their polling site.
Inspectors must be able to clearly see who enters and exits the voting machine
3. To organize election day supplies.
Inspectors should have their Street Guide, Poll Book and Flip Charts available.
4. To rotate tasks and share the work.
5. Process qualified voters.
6. Complete all necessary paperwork including the Canvass and Tally Sheets.
7. Maintain order at the polling site.

♦ ***One of four (4) Inspectors serves as Chairperson.***

♦ ***The Inspectors MUST choose the Chairperson on Election Day.***

How do we choose a Chairperson?

Per Election Law 3-400(4): “Before entering on their duties, the election inspectors of each election district outside of New York shall appoint one of their number chairman, to serve as such during his term of office. If a majority shall not agree upon such appointment, they shall draw lots for that position.”

CHAIRPERSON

The Chairpersons’ responsibilities are to:

1. Oversee the day.
2. Make sure that one Democratic and one Republican Inspector are present at all times (Remember: 2 Democrats and 2 Republicans are assigned per election district).
3. Schedule inspector meal breaks and time for voting.
4. Make sure that all forms are filled out properly. Make sure that inspectors are signing the appropriate documents. Ensure that all affidavit and emergency envelopes are signed.
5. To oversee the return of the **orange dotted bag** to the Town Clerk in the Towns or a Board of Elections Supply Return Location in the City.

The Voting Machine

Part I: Before You Start



Voting Machine



Protective Counter Number



2 Key Turns machine off and on



Entrance Button/
Primary Lever



Entrance Button



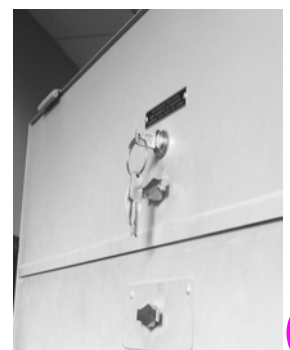
Right side of machine
(facing machine)



Public Counter Number



#3 key opens and
closes front and
back of machine



Opening the Polls

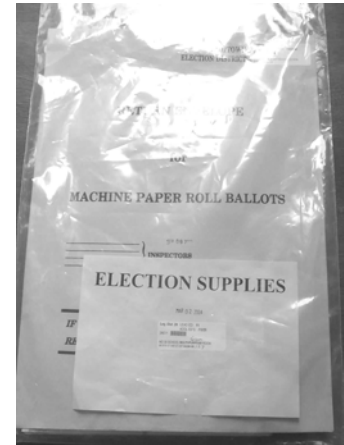
General Election Day

- Arrive at 5:30 a.m. Polls open for the voter at 6:00 a.m. Polling site must be ready to open by 6:00 a.m.

Primary Election Day

- Arrive at 11:30 a.m. Polls open for the voter at Noon. Polling site must be ready to open by Noon.

- **DO NOT open the Supply Bag unless at least one inspector from the other party is present.**
 - ***All activities must be done in bi-partisan teams (one Republican and one Democrat).***
1. One of the four (4) Inspectors will arrive with supply bag. **That inspector must be on time.**
 2. Check the label on the supply bag with the tag on the voting machine to make sure they match.
 3. Open the supply bag to remove the machine keys.
 4. Open the front of the voting machine with the #3 key.
 5. Remove the remaining 2 bags of supplies.
 6. Snap curtains to inside of machine.
 7. Plug in cord for the light. (In case of power failure the voting machine can still operate, the power is only needed for the light).
 8. Remove the "sample voting machine" from inside the machine and place it on your table.
 9. Check the voting machine face against the sample ballot to make sure they are the same.
 10. Open the back of the voting machine with the #3 key.



Supply Bag



Number 3 key in front of machine

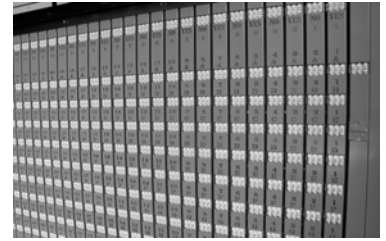


Sample Voting Machine

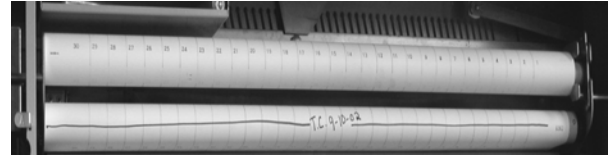
Use the sample voting machine to help new voters understand how to use the levers in the voting machine

Part II: Opening the Polls

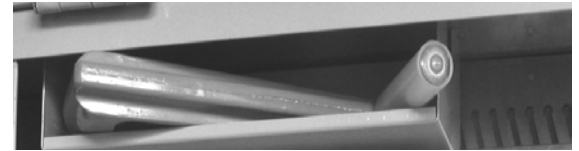
11. Verify that all dials are at zero. If you find a number on the back of the voting machine on one of dials, attach a note to the canvass sheet signed by all four inspectors.
12. Make sure the dateline is visible on the paper roll.
13. If the voting machine is a labeled Handicapped Accessible remove the crank from the upper left-hand corner of the paper roll compartment.
14. Lock up the back of the voting machine with the #3 key.
15. Complete the "OPENING OF THE POLLS SECTION" on the canvass sheet and have all four (4) inspectors sign it.
16. Post the "DISTANCE MARKER" sign 100 feet from the entrance to the building.
17. Post the black and white "VOTE HERE" sign at the main entrance of the site. Post the blue handicap "VOTE HERE" sign on the handicap accessible entrance.
18. Display the flag.
19. Post the "DISTRICT MAP" and the "SAMPLE BALLOT" near the inspector table.
20. Hang "Arrow Signs."
21. Make sure the inspector table is neat.
22. Make sure the Poll Book, Street Guide and Flip Chart are on the inspector table.
23. Organize the supplies.
24. Break the seal on the entrance knob.
25. Insert the #2 key in lock #2 and turn on the voting machine.
26. Place the key in a safe place.



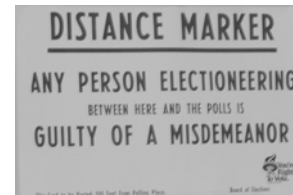
Back of voting machine, cover lifted, dials showing



The paper roll at the beginning of the day, date line shown



Crank for handicap access in compartment at back of machine



Number 2
Key in
Number 2
lock

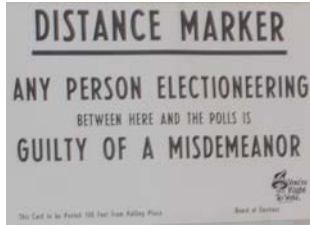
Before the Polls Opened	
(To be filled out and signed by the Board of Inspectors as indicated below, BEFORE THE OPENING OF THE POLLS.)	
WE HEREBY CERTIFY	
That, this day, before the polls were opened, we carefully examined each of the candidate and question counters and the public counter of the voting machine, and found that each registered 000.	
That, during such examination, the entrance knob was locked against movement, and sealed, and so remained until the opening of the polls.	
That the ballot labels were in their proper places and conformed to the sample ballot (diagram).	
That the voting machine number was <u>028971</u>	
That the protective counter number was <u>041000</u>	
That the seal number was <u>263714</u>	
That the keys were delivered to us in a sealed envelope; and that the machine number, protective counter number, and seal number, written on said envelope, corresponded to numbers found on the voting machine as above set forth, respectively.	
<u>Elizabeth A. Mause</u> <u>Louise C. Dingers</u> <u>Randolph Blake</u> <u>Betty Jones</u> (Signed) _____ Board of Inspectors.	

"Opening of Polls" section of the canvass report

Part II: Opening the Polls

Signs

Remember to post your signs before you open the polls. Use the masking tape in your supplies to place the signs on walls.



The **distance marker** should be placed 100' from the entrance of the polling site. Attach it to a wall, post, fence, tree or whatever object is about 100' away. No one may electioneer within the distance marker area.



There are two **VOTE HERE** signs. One is black-and-white and should be posted on the main door most voters use. There is a blue and white sign with a wheelchair (as pictured here) that must be placed on the handicapped accessible door. That door must remain unlocked during voting hours.



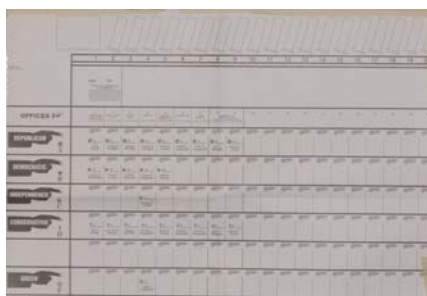
The welcome to district sign must be posted on the wall near the inspector table. This helps the voter clearly identify their election district.



Use the **arrow signs** to direct voters to a room or location inside a polling site.



The **district map** should be hung on the wall near the voting machine. A polling site listing will be stapled to the map. Use the map to find a voter's correct ED and then match the ED with the polling site and address.



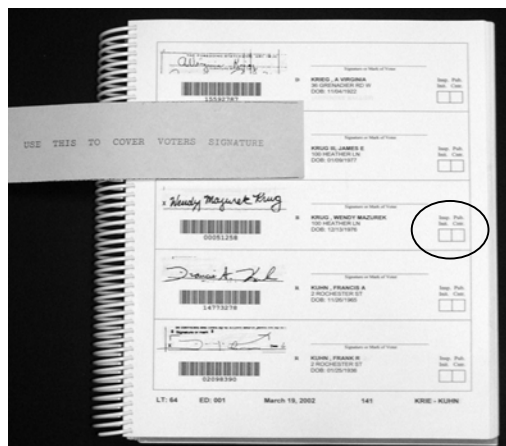
The **sample ballot** should be posted near the voting machine. Make sure the sample ballot is the same as the machine face inside the voting machine. Voters can use the sample ballot to double check those candidates running before they enter the voting machine.

CHECK-IN PROCEDURE

Note: A voter is legally allowed three (3) minutes in the machine. If a voter seems to require more time, one Democrat and one Republican Inspector should approach the Voting Booth and kindly ask the voter if they need assistance. (see Assisted Voter section)

- 1) Check to see if the voter's address is within the range of house numbers in the Street Guide.
- 2) Locate the voter's name in the poll book.
- 3) Check to see if "ID REQUIRED" is shown on the voters record under the area listing the voters's name, address and date of birth.
- 4) If identification is required, ask the voter for a current, official document that shows their NAME and PHOTO or an official document that shows their NAME and ADDRESS.
- 5) If they show the identification, allow the voter to vote on the machine. Put a line through "~~ID REQUIRED.~~"
- 6) If they are unable to show identification, the voter must vote on an AFFIDAVIT BALLOT.
- 7) Cover the voter's previous signature with the signature cover slip; this is an important ANTI-FRAUD PROCEDURE. Have the voter sign next to it.
- 8) Compare the signatures. Remember: a voter's signature may change through the years.
- 9) The Inspector must fill-in voter's public counter number and the Inspectors initials.

Assist first time voters or voters not familiar with operating voting machine, by demonstrating the sample voting machine and pointing out the sample ballot.



Poll Book with anti-fraud cover; circle around public counter number and inspector initials area.

ID EXAMPLES

- ❖ Valid New York State Drivers License
- ❖ Passport
- ❖ Utility Bill
- ❖ Board of Elections verification letter

The complete list of ID Examples is in your supplies on a yellow card.

Poll Book Procedures

- ◆ DO NOT place stray marks in the poll book
- ◆ If a voter informs you that a relative has **moved or died**, write a note under and to the right of that relatives name that they have **moved or died** and **who** (mother, father, son, daughter, etc.) **informed you**.
- ◆ Never add voters or write on the back of any page.
- ◆ Always double check the spelling of voter's name, take the time to turn to the next page.

Part III – Check-In Procedures

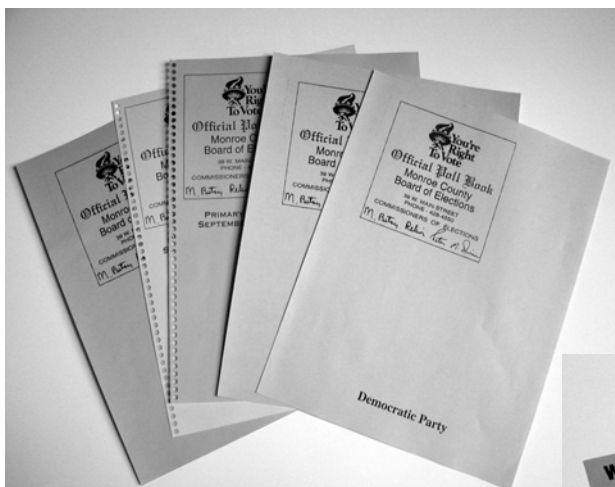
NAME CHANGES

- 1) If a Voter has changed his or her name since they last voted or registered they can still vote without re-registering, if they have not moved. Have the voter sign his or her name as it appears in the poll book and just above it, sign their new name.
- 2) Record the information in Section I of the **Challenge Report**.

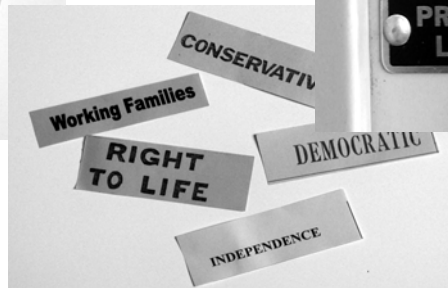
Check-In Procedure for Primary Election

Remember: Only voters registered in a party experiencing a primary may vote in that party's primary.

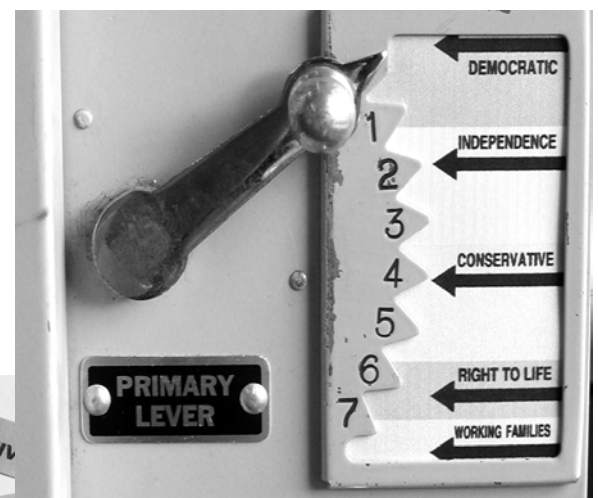
- 1) For Primary Elections you will have a separate poll book for each political party having a Primary Election. Each party will have a different colored book.
- 2) Each Book will contain consolidated districts (the voters in several election districts may be in one book and vote on one machine).
- 3) Ask the voter what party they are registered in. Go to the poll book corresponding to that party. Follow check-in procedures.
- 4) After the voter signs the poll book, issue them a VOTER PARTY I.D. SLIP. Each slip will be the same color as the poll book.
- 5) The voter then hands it to the Inspector at the side of the voting Machine who sets the Primary Lever to the correct party. The lever should be set at the same color as the ID slip.
- 6) Setting the lever to the voter's party will prevent them from voting in any other party.



Primary Poll Books



Primary ID Slips



Primary Lever

Primary Election

IF THE PRIMARY LEVER HAS BEEN SET INCORRECTLY

- ★ If a voter has not entered the voting machine and the Inspector has incorrectly set the Primary Lever and depressed the entrance button, they may simply pull out the entrance button, set the primary lever correctly and depress the entrance button again.
- ★ If the voter has entered the voting machine and the Inspectors discover an error in setting the primary lever, they can correct this error in the following manner.

Two Inspectors, one of each Party, enter the voting machine and do the following:

- (1) If any Voting Pointers are down, push the Voting Pointers back in the non-voting position. This will then assure that no votes will be cast that shouldn't be.
- (2) As you are facing the machine put your right hand on the red voting lever. At the same time place your left hand on the emergency "release lever" located below the fistcards that have the various Party names indicated on them.
- (3) Pull and hold the "release lever" while moving the red handle to the left to open the curtain.

This procedure will add one number on the Public Counter. The inspectors must indicate the public counter that was voided and the public counter that was added. This note must be attached to the on Canvass Sheet and signed by all Inspectors.

Inspectors may reset the Primary Lever to the proper party setting and allow the voter to re-enter the machine and cast their vote.



Red Handle

Pointers

Primary Release Lever

Part III: Check-In Procedures

NOTICE TO VOTERS

If a person's current address is in your district, but his or her poll record is not in the book, her or she may vote by **Affidavit Ballot** or **Court Order**. Give the person "Notice to Voters" form which explains each option.

AFFIDAVIT BALLOTS

Reminder: Always re-check the street guide and poll book to make sure voters are able to exercise their right to vote.

Affidavit ballots should be used when:

1. A Voter is unable to provide identification when such identification is required (ID REQUIRED in the poll book) and asked for.
2. A voter's name is not in the poll book and the voter claims to be a registered voter in the election district.
3. A person is already registered in Monroe County in another district but has recently moved into a different district.
4. A voter claims to be enrolled in a political party other than the party indicated on the poll record.

Monroe County Board of Elections
Street Guide
November 6, 2001
East Rochester, Election District 2

STREET NAME	E/O	Start	End
W COMMERCIAL ST	E	300	524
W COMMERCIAL ST	O	305	535
DRUMORE CRES	E	2	10
DRUMORE CRES	O	1	9
W ELM ST	E	300	498
W ELM ST	O	301	499
W FILBERT ST	E	300	598
W FILBERT ST	O	301	599
FOREST RD	E	2	10
FOREST RD	O	1	9
GRANT ST	E	300	698
GRANT ST	O	301	699
GREENBRIAR CT	E	2	20
GREENBRIAR CT	O	1	19
MC KINLEY ST	E	300	698
MC KINLEY ST	O	301	699
POMANDER WALK	E	2	20
POMANDER WALK	O	1	19
ROOSEVELT RD	E	300	698
W SPRUCE ST	O	301	599
UPPER CRES	E	2	4
UPPER CRES	O	1	9
S WASHINGTON ST	O	103	699
WEST AVE	E	300	598
WEST AVE	O	301	599
WOODNEATH CRES	E	2	20
WOODNEATH CRES	O	1	19

NOTICE TO VOTERS

NOTICE TO PERSONS WHOSE POLL RECORD IS MISSING OR IN THE CASE OF A PRIMARY ELECTION THE POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH THE VOTER CLAIMS TO BE ENROLLED

If your poll record is missing from the poll book, or your poll record does not show that you are enrolled in the party in which you claim are enrolled, you may seek to vote by one of the following methods:

1. **AFFIDAVIT BALLOT** - If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered, (primary election - also enrolled in the appropriate party) the election inspectors will give you a paper ballot on which to cast your vote. You will then place the voted ballot in an affidavit ballot envelope that needs to be completed by you. The completed envelope will be returned, unopened, to the Board of Elections. If the board determines that you are qualified to vote, your ballot will be counted at the Board of Elections. The procedure used in canvassing your ballot ensures that the secrecy of your vote is maintained.
2. **COURT ORDER** - You may seek to obtain a court order directing the election inspectors to allow you to vote on the voting machine. Your Board of Elections or Party Headquarters will be able to tell you the procedure for obtaining a Court Order.

BOARD OF ELECTIONS 428-4550
DEMOCRATIC HEADQUARTERS 232-2410
REPUBLICAN HEADQUARTERS 546-8040

If a voter's house number and street are NOT in the Street Guide:

- ❖ Ask the voter if they have their Board of Elections "verification" letter (it should have been received by them in August).
- ❖ Check to see if the voter is in another district at your polling site.
- ❖ Check the district map included with your supplies that should be hanging on the wall. Find the street the voter lives on, identify the Election District, and match the election district to the polling site in the printed listing stapled to the district map.
- ❖ If you are still, unsure, call the Board of Elections: 428-4550

VOTER MOVES WITHIN SAME ELECTION DISTRICT

If a voter tells you he or she has moved to a new address within the election district. Check the street guide to verify the address is within the district. Have the voter sign the poll book at the old address and vote on the voting machine. Add the voter's name and new address to the last (orange) page of your poll book. If the voter has moved out of the election district have him or her call the Board of Elections for their new polling location.

AFFIDAVIT BALLOT PROCEDURE

1. If a voter resides in the election district, the voter may vote on an Affidavit Ballot.
 2. Provide the voter with a paper ballot. Instructions are on the ballot.
 3. Instruct the voter to privately vote on the ballot, and seal it in the affidavit envelope.
 4. The voter must date, sign and completely fill out the affidavit envelope and the attached registration form (a picture of the envelope appears on the next page).
 5. An inspector (if possible, the Chairperson), must date, sign, completely fill out the affidavit envelope, and seal the envelope properly.
 6. Enter the voter's name and address in Section IV of the **Challenge Report**.
 7. The inspector places the SEALED ballot envelope in the large "Affidavit Return" envelope for return to the Board of Elections. Place the voter's name on the front of the large "Affidavit Return" envelope.
- ❖ *All voted affidavit envelopes are returned unopened to the Board of Elections.*

AFFIDAVIT / EMERGENCY BALLOT RETURN

47-21 Jay District
ELECTION DISTRICT 3

To be used for returning ALL completed and VOTED Affidavit and Emergency Ballots.

List Below the Names of Affidavit Or Emergency Voters and ALL Court Orders.

1. Mary Jones 20 Apple Dr	11. _____
2. Robert Cole 105 Oak St	12. _____
3. Joseph Brown 20 Apple Dr	13. _____
4. Mary Smith 219 S Main St	14. _____
5. Josephine Brown 900 South Ave	15. _____
6. Michael Lippa 135 Maple Dr	16. _____
7. Sarah Burns 79 Oakdale St	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____

INSPECTORS MUST SIGN:

Place Court Orders In This Envelope Also.

Margaret Jones
Edward Snow
Priscilla Downing
Mary Lou Glass

Affidavit/Emergency Return Envelope

OFFICIAL

ABSENTEE
BALLOT FOR
DEMOCRATIC
PRIMARY ELECTION
SEPTEMBER 14, 2004

STATE OF NEW YORK
COUNTY OF MONROE

Peter M Quinn
Thomas P. Pincus
Commissioners of Elections

Sheet No: 23 DEM Abs/AT
9th Election District
County of Monroe
2nd Congressional District
Town of Brighton
E.D. 1, 4, 5, 11, 15, 16, 18, 24, 25, 29, 34, 35, 39
Town of Chili
E.D. 10, 17
Town of East Rochester
E.D. 10, 17
Town of Greece
E.D. 1, 2, 16, 21, 30, 34, 35, 36, 41, 45, 74, 76, 78, 82, 84
Town of Hamden
E.D. 10, 17
Town of Irondequoit
E.D. 10, 17, 18, 23, 25, 29, 31, 34, 35, 37, 39, 41, 43, 50, 52, 54, 57, 61, 62, 67, 68
Town of Parma
E.D. 10, 17
Town of Penfield
E.D. 10, 17, 18, 19, 20
Town of Perinton
E.D. 10, 17, 19, 20, 21, 14, 16, 20, 22, 25, 26, 29, 40, 41, 46

TOWN Greece
E.D. 41, 28

Front of affidavit ballot envelope

Mark in blue or black pen or pencil

To vote for a candidate whose name is printed on this ballot, completely fill in one oval above the name of the candidate.

To vote for a person whose name is not printed on this ballot, write the name and fill in the oval in the blank space which appears at the bottom of the column under the title of the office.

Any other mark or writing, or any erasure made on this ballot outside the voting ovals or blank spaces provided for write-in may void this entire ballot.

Do not overvote. If you select a greater number of candidates than there are vacancies to be filled, your ballot will be void for that public office or party position.

If you tear, or deface, or wrongly mark this ballot, call the Board of Elections at (585) 429-4550 for instructions on how to obtain a new ballot. Do not attempt to correct mistakes on the ballot by making erasures or retape ovals. Erasures or tape may invalidate all or part of your ballot. Prior to submitting your ballot, you may obtain and complete a new ballot. You have a right to a replacement ballot upon return of the original ballot.

NOTE: As Absentee Ballots postmarked by September 13 and received by the Board of Elections no later than September 21 will be cast and counted.

OFFICE

DEMOCRATIC

WRITE-IN

REPRESENTATIVE IN CONGRESS

1.0

2.0

3.0

4.0

5.0

6.0

7.0

8.0

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11.0

12.0

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21.0

22.0

23.0

24.0

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71.0

72.0

73.0

74.0

75.0

76.0

77.0

78.0

79.0

80.0

81.0

82.0

83.0

84.0

85.0

86.0

87.0

88.0

89.0

90.0

91.0

92.0

93.0

94.0

95.0

96.0

97.0

98.0

99.0

100.0

Affidavit Ballot

Part III: Check-In Procedures

Affidavit Envelope

AFFIDAVIT BALLOT ENVELOPE

INSTRUCTIONS: YOU MUST READ THE REVERSE SIDE OF THIS ENVELOPE BEFORE PROCEEDING.

I affirm that I am a duly registered voter, the address in such election district from which I am registered, I remain a duly qualified voter in such district, and that my registration poll record appears to be misplaced or that my name and/or signature was omitted from the computer generated registration list or that I have moved within the county since last registered, the address from which I previously registered and the address at which I currently reside is true, or at a primary election, the party in which I am enrolled was incorrect.

1	Are you a U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	2	I will be 18 years old on or before election day. Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered NO, do not complete this form, unless you will be 18 by the end of the year.	For Board use only!	
3	Last Name		First Name	Middle Initial	Suffix
4	Address Where You Live (do not give P.O. address)		Apt. No.	City/Town/Village	Zip Code
5	Address Where You Get Your Mail (if different from above)		P.O. box, star etc., etc.	Post Office	Zip Code
6	Date of Birth	7	Sex (circle) M <input type="checkbox"/> F <input type="checkbox"/>	8	Home Tel. Number (optional)
9	The last year you voted		Your Address was (give house number, street, and city)		ID Number - Check the applicable box and provide your number: <input type="checkbox"/> New York Driver's License Number <input type="checkbox"/> Last four digits of your Social Security number <input type="checkbox"/> I do not have a New York driver's license number or Social Security number
10	In county/state		Under the name (if different from your name now)		
11	Choose a Party - Check one box only: <input type="checkbox"/> REPUBLICAN PARTY <input type="checkbox"/> DEMOCRATIC PARTY <input type="checkbox"/> INDEPENDENCE PARTY <input type="checkbox"/> CONSERVATIVE PARTY <input type="checkbox"/> WORKING FAMILIES PARTY <input type="checkbox"/> OTHER (write in) _____ <input type="checkbox"/> I DO NOT WISH TO ENROLL IN A PARTY		Please note: In order to vote in a primary election , you must be enrolled in one of these parties.		12 AFFIDAVIT: I swear or affirm that: • I am a citizen of the United States. • I will have lived in the county, city, or village for at least 30 days before the election. • I meet all requirements to register to vote in New York State. • This is my signature or mark on the line below. • The above information is true. I understand that if it is not true I can be convicted and fined up to \$5,000 and/or jailed for up to four years. Signature or mark: _____ X _____ Date: _____

MUST COMPLETE BOTH SIDES

Voter must supply their New York State Driver's License Number or the last four digits of their social security number

Voter must sign the form

This side resembles a Registration Form. Make sure the voter fills it out completely and signs it.

AFFIDAVIT OATH

Voter must check one box in PART A, and MUST complete PART B.

I, _____, PRINT NAME HERE, hereby swear or affirm that:

PART A - Select one: you must check one of these 4 boxes, and fill in appropriate blanks:

☐ I have been informed by the inspectors that my registration record is not available to them; however, I have duly registered to vote in this election district from the address given, and I remain a duly qualified voter in this district.

☐ I have moved within _____ since my last registration, and my previous address was: _____
FILL IN COUNTY OR NEW YORK CITY

☐ I am enrolled in the _____ Party (REQUIRED IN PRIMARY ELECTIONS ONLY)

☐ I was required to present identification when I voted today, but did not do so.

PART B - Must be completed by all affidavit ballot voters:

• I reside at _____ • DATE OF BIRTH _____ / _____ / _____
Month Day Year

• I understand that any false statement made in this affidavit is perjury and is punishable according to law.

DATE: _____ VOTER SIGNATURE: _____
Sworn to before me this _____ day of _____, 20____
INSPECTOR SIGNATURE: _____

COUNTY OF: _____ CITY/TOWN: _____ LEG/WARD#: _____ ED#: _____ AD#: _____

This Section For Board of Elections Use Only:
Research Indicates:
☐ Not Registered
☐ Registered Too Late
☐ Wrong ED
☐ Address Change
☐ Voter ID # _____
☐ Inactive
☐ Enrollment Match
☐ Cancelled
☐ Misc: _____
Remarks: _____
COUNT: ☐ Yes ☐ No
Researcher Initials: _____
Commissioners' Ruling
COUNT: ☐ Yes ☐ No
Commissioners' Initials: _____

Voter should check one of these boxes and supply information as needed

Voter MUST sign here

One of the inspectors MUST sign here

Fill this area out completely

Make sure the voter fills this side out completely and signs it. Make sure an inspector signs it.

IMPORTANT: By law, all ballot envelopes must be signed by the voter and an inspector or they will not be counted.

COURT ORDERS

People who believe their names should be in the poll book, but are not, may choose to get a Court Order. A Court Order must be signed by a Judge. A person with a signed Court Order can vote on the Voting Machine.

- 1) Voter presents inspectors with court order.
- 2) Enter the voter's name, address and public counter number in Section IV of the Challenge Report.
- 3) Put court order in large "Affidavit Return" envelope. Record voters name on the front of the envelope.

In a PRIMARY ELECTION, the court order must specify the party in which the person is allowed to vote.

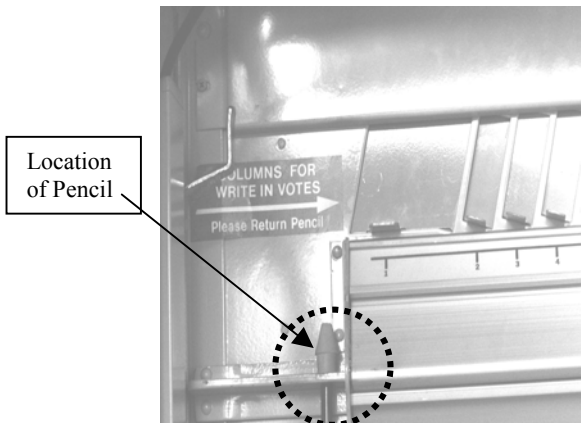
WRITE-IN VOTES

Voters might wish to vote for a candidate NOT on the lever portion of the machine. They may then opt to cast a write-in vote. If a voter wishes to cast a write-in, instruct him or her to:

- 1) Locate write-in slots (the slots are located above the ballot face).
- 2) Open the slot of the desired column by pushing cover upwards.
- 3) Write-in the candidates name for whatever office/column they choose.

Write-In Votes: Notes for Inspectors

- 1) Once the write-in column is opened, voting by lever is not possible in that column.
- 2) It is not necessary to close a write-in slot before leaving the voting booth; it will close automatically when the red lever is pulled back.



Write-In slots located above ballot face



Voter Opens Write-In Slot



Voter writes in Name

Part III: Check-In Procedures

EMERGENCY BALLOTS (Machine Breakdown Instructions)

If a voting machine malfunctions, **you must call the BOARD OF ELECTIONS** for **permission** from the Commissioners to use **EMERGENCY BALLOTS** until the voting machine is fixed.

- 1) Have the Voter sign the poll book, as usual, but write **E.B.** (Emergency Ballot) in the Public Counter Box.
- 2) Provide the voter with a paper ballot. Instructions are on the ballot.
- 3) Instruct the voter to privately vote the ballot, and seal it in the Green and White Emergency Ballot envelope.
- 4) Voter fills out all information on both sides of the Green and White Emergency Ballot envelope.
- 5) Voter returns the ballot sealed in the envelope to the Inspector.
- 6) The inspector makes sure it is signed and filled out properly.
- 7) The inspector must sign “signature of witness.”
- 8) Place voted ballot in Affidavit Return Envelope.
- 9) Add voter’s name to the front of the Return Envelope.



All Emergency Ballots are returned **UNOPENDED** to the Board of Elections where they will be counted electronically.

STATEMENT OF EMERGENCY VOTERS

I do declare that I am a citizen of the United States, that I am duly registered in the election district shown on the reverse side of this envelope and I am qualified to vote in such district; that I will be unable to vote on the machine due to breakdown on the day of the election for which this ballot is voted at the polling place of the election district in which I am a qualified voter.

I hereby declare that the foregoing is a true statement to the best of my knowledge and belief, and I understand that if I make any material false statement in the foregoing statement of emergency voter, I shall be guilty of a misdemeanor.

Date _____ 19____

Signature of Voter _____

Signature of Witness to mark _____

Address of Witness _____

Voter MUST Sign

Inspector MUST Sign

FOR BOARD OF ELECTIONS USE ONLY
POLL RECORD CHECKED: YES _____ NO _____
INITIALS OF INSPECTOR: DESK _____ REF. _____

Emergency Ballot Envelope

OFFICIAL BALLOT - EMERGENCY BALLOT

Voter MUST fill out this side

THE SECRECY OF YOUR BALLOT IS PROTECTED.

Mark your Ballot according to the instructions on it. Then place the voted Ballot in this envelope and seal it.

To HAVE YOUR VOTE COUNTED, YOU MUST SIGN THE STATEMENT ON THE REVERSE SIDE OF THIS ENVELOPE.

Name of Voter _____
DATE OF BIRTH: _____
Residence (street & number, if any) _____
County of Monroe, City or Town of _____
Election District _____
City Lee/Town _____

AFFIDAVIT / EMERGENCY BALLOT RETURN

To be used for returning ALL completed and VOTED Affidavit and Emergency Ballots.

List Below the Names of Affidavit Or Emergency Voters and ALL Court Orders.

1. Mary Jones 2nd Apple Drive	11
2. Robert Cole 622 Oak St.	12
3. Joseph Brown 22 Apple Dr.	13
4. Mary Smith 219 S. Main St.	14
5. Joseph Brown 922 South Hill	15
6. Michael Lippa 125 Maple Dr.	16
7. Sarah Brown 722 Oakdale St.	17
8. _____	18
9. _____	19
10. _____	20

Place Court Orders In This Envelope Also.

INSPECTORS MUST SIGN:
Margaret Jones
Edward Snow
Beulah Dawkins
Mary Lou Glass

Emergency Procedures

In an immediate emergency (fire or flood, for instance), secure:

- ❖ Poll Book
- ❖ Completed Emergency Ballot
- ❖ Completed Affidavit Ballots

In the front of the voting machine using the **#3 Key**

Follow this same procedure for Fire Drills

Call the Board of elections in case of Power Failure.

SPANISH INTERPRETERS

Responsibilities of Spanish Interpreters:

1. Assist Spanish Speaking Voters by translating information to and from Election Inspectors.
2. May sit at the inspector table.

By Federal Law polling sites across the country are required to post sample ballots and all other informational materials in Spanish, if five (5) percent of residents in an Election District are Spanish speaking. Those election districts will be assigned a Spanish speaking Interpreter whose responsibility is to assist Spanish speaking voters by translating information provided by the election inspectors.

POLL WATCHERS

Poll Watchers are appointed by a political party or candidate. In a Primary, General or Special Election any party whose candidates are on the ballot is entitled to have a Poll Watcher. Poll watchers will likely have a list of voters' names they will cross-off as voters vote.

Poll Watchers must:

- ❖ Show the Inspector a "POLL WATCHER'S CERTIFICATE"
- ❖ Be a qualified voter in the County in which he/she is to serve
- ❖ Be afforded the same rights as other voters

Poll watchers may: (1) Witness the opening of the voting machines; (2) Observe proceedings; (3) Be given information as to who has voted; (4) Observe the canvass and tally at the end of the day.

Poll watchers may not: (1) Sit at the inspector table and are not members of the inspector team; (2) Electioneer; (3) Disrupt proceedings; (4) Have access to the poll book

CANDIDATES

Candidates may:

1. Observe the opening of the polling site.
2. Observe the canvass and tally at the end of the day.

Candidates may not:

1. Disrupt proceedings.
2. Electioneer within the distance marker which is placed 100 feet from the entrance of the polling site.

Remember: Only the four (4) inspectors have access to the poll book. Only the four (4) inspectors can sit at the table (if you have a Spanish Interpreter, they can sit at the Inspector table).

Electioneering

Any advertisement, display or speech containing a political party or candidate's name within 100' of the polling site.

Examples:

- ✧ Name Badges
- ✧ Buttons
- ✧ Name on a label attached to food
- ✧ Bumper Stickers
- ✧ Memorabilia (Pencils, rulers, etc.)
- ✧ Advertisements (newspapers, TV)



WATCHER CERTIFICATE FOR USE ON ELECTION DAY Section B-500, Election Law	
I, the undersigned, being _____, do hereby appoint _____ of the _____ party, do hereby appoint _____ as my authorized representative to be a watcher for the election to be held on _____ in the _____ ward of the _____ city, or village of _____ or the _____ Assembly District in Nassau County or the City of New York.	
Signature _____	Title _____
GUIDELINES <ul style="list-style-type: none"> • Watchers shall be appointed by the chair of any party committee or independent body whose candidate names appear on the ballot or any two or more candidates in a primary election. • Each watcher must be a qualified voter of the city or county in which he/she is to serve. • Watcher certificates must be delivered to an inspector at the election district. • Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district. • Watchers may be present at the polling place at least fifteen minutes before the opening and closing of the voting machines or ballot box at the opening of the polls, until after the signing of the inspection return and presentation of the result. • Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guard rail at any one time. 	

(Sample prepared by the State Board of Elections)
**Sample Poll Watchers
Certificate**

Part V: Helping the Voter

ASSISTED VOTERS (*Persons with Disabilities*)

New York State Board of Elections regulations entitles voters with disabilities the right to vote. A voter may choose to get assistance from either the inspectors or a person of their choice. Use these procedures, for instance, if you have a voter in a wheelchair, they require assistance, and you do not have a handicap accessible machine.

ASSISTANCE FROM INSPECTORS

1. Two (2) Inspectors, one Democrat and one Republican, may assist the Voter.
2. The Inspectors or person assisting the voter enters the booth with the voter and should:
 - ❖ ASK the voter how they can be of assistance.
 - ❖ READ the ballot to the voter, if necessary.
 - ❖ If necessary, HELP the voter pull the levers, or pull the levers **only** as instructed by the voter.

OTHER PERSON REQUESTED BY VOTER

1. A voter who states under oath that they require assistance may bring a person of their choice into the voting machine to help so long as that person is not his or her *employer or union representative*. The voters may choose to take the Spanish Interpreter into the voting machine.
2. A person, other than an inspector, who assists the voter, **must take an oath** (Assisted Voters Oath) before entering the voting machine.
3. The Inspector or person assisting must keep confidential the choices of the voter.
4. Try to accommodate disabled voters in your polling site. Examples of accommodation include making an extra chair available for voters who have difficulty standing or speaking clearly for those who have difficulty hearing.

If a voter is assisted, and for every instance voters are assisted, even when assisted by the two inspectors, include the information in Section III of the Challenge Report: NAME of Voter, NAME of person assisting, and WHY assistance was given.

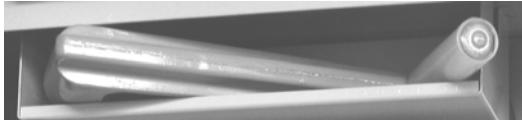
Oath for Person(s) Assisting Voter (*Assisted Voter Oath*)

I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that I will not keep or make any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket they had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a manner in a judicial proceeding.

Cranking Down a Handicap Accessible Machine

Use the handicap access machine to crank down the ballot face for a voter in a wheelchair or can not reach the levers. Be sure to drop the front panel.

1



Handicap Crank

(Found in upper left hand corner in the back of the machine)

2



Handicap Crank in the machine

3



Drop the front panel

4



Machine fully cranked down

Tips for assisting voters with disabilities

- ✦ Be considerate of the extra time it might take for a person with a disability to vote.
- ✦ Give attention to a person who has difficulty speaking – don't rush them.
- ✦ Speak directly to the person who has a disability, not to a companion who has come to help.
- ✦ Speak calmly, slowly and directly to a person with a hearing problem.
- ✦ Don't shout or speak in a person's ear.
- ✦ If you are having trouble being understood, write a note to a person with a hearing problem.
- ✦ Greet a person who is visually impaired by letting them know who and where you are.
- ✦ Provide a guiding device such as a ruler or card for signing forms.
- ✦ Be sensitive about physical contact. Some people with disabilities depend on their arms for balance. Grabbing them—even if your intention is to assist—could knock them off balance. Avoid touching wheelchairs, scooters, or canes. People with disabilities consider their equipment part of their personal space.

Service Animals

Service Animals are not pets. Service animals perform some of the functions and tasks that individuals with disabilities cannot perform for themselves. Here are some tips for assisting a voter who is using a service animal:

- ✦ Address the person, not the animal.
- ✦ Do not pet the animal.
- ✦ Do not whistle or direct other noises to the animal, as such noises may be distracting
- ✦ Avoid questions about the individual's disability or what the animal does for them.
- ✦ Do not automatically assume that a person with a service animal is blind.
- ✦ If there is a complaint about an animal being present, explain that federal and state laws protect the rights of individuals with disabilities to be accompanied by service animals.

The Challenge Report

CHALLENGE REPORT FOR

Board of Elections, Monroe County

Nov 8, 2005

Section I Name Changes:	Registrant	Address		Serial No.	
	MARY JONES	200 APPLE DRIVE		0650591	
Section II Other voters challenged on Election Day:	Registrant	Address	Serial No.	Reason	
Section III Voters As- sisted on Election Day:	Registrant	Address	Serial No.	Name and address of person render- ing assistance and relationship to voter if any.	Reason for Assistance
	ROBERT COLE	525 OAK STREET	A085542	inspectors	Visually impaired

OVER

CHALLENGE REPORT CONTINUED

Section IV: Additional Registrants Permitted to vote Court Order/Affidavit Ballot	Court Order	Print Name	Print Address	Public Counter No.
		1		
		2		
		3		
		4		
		5		
Affidavit	Affidavit	Affidavit - Print Name	Affidavit - Print Address	
		1		
		2		
		3		
		4		
		5		
		6		
		7		
		8		
		9		
		10		
		11		
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17				
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19				
20				

We, the undersigned do hereby certify that the above report contains the names of all persons who were challenged on the day of election, and that each voter so reported as having been challenged took the oaths as required, that such report contains the names of all voters to whom such board gave or allowed assistance and lists the nature of the disability which required such assistance to be given and the names and family relationship, if any, to the voter of the persons by whom such assistance was rendered; that each such assistance took the required oath; that such report contains the names of all voters who were permitted to vote although their registration poll records were missing; that the entries made by such board are true and accurate record of its proceedings with respect to the persons named in such report.

Inspector Signature

Inspector Signature

Inspector Signature

Chairperson of the Board of Inspectors

RETURN TO BOARD OF ELECTIONS

Record:

- * **Name Changes (Section I)**
- * **Voters Challenged on Election Day (Section II)**
- * **Assisted Voters (Section III)**
- * **Court Orders (Section IV)**
- * **Affidavit Ballots (Section IV)**

ABSENTEE BALLOT VOTERS

Occasionally, circumstances will change for a Voter who has cast an Absentee Ballot prior to Election Day and they will arrive at their polling site on Election Day to vote in person. They must be allowed to vote on the voting machine.

If the poll record shows “Absentee Ballot” near the voters name:

- 1) Have the voter sign his or her name in the poll book following the regular procedure.
- 2) Allow the voter to vote on the voting machine.
- 3) Before the polls close it is important that you call the Board of Elections with the names of these voters, using the number provided in the flipchart in your supplies. The Board of Elections will pull these ballots, so they are not opened and counted.

All Absentee Ballots are counted electronically at the Board of Elections.

NOTE: Do not accept voted absentee ballots; they will not be counted. Voted absentee ballots must be mailed and postmarked the day before an election day or delivered in person, on election day, to the Board of Elections.

VOTER CHALLENGES

A Voter’s qualifications can be challenged at the polling site by an Inspector, a Poll Watcher or any registered voter who is properly voting at the site. Challenges can be made for several reasons:

1. The person's signature does not match.
2. The person is using the same name as someone who already voted.
3. The person is believed not to reside at his or her address.

As an Inspector you must challenge any voter who you know or suspect is not legally entitled to vote in your district. Consult the flipchart in your supplies for detailed instructions for challenging a voter.

Record voter challenges on **Section II** of the **Challenge Report**.

Part VI: At the Polls

Election Etiquette

Election Inspectors must:

- Check and recheck to make sure voters are able to exercise their right to vote.
- Remain calm at all times (no yelling).
- Be flexible and sympathetic to the needs of voters.
- Be polite to voters.
- Use all resources at your disposal, including calling the Board of Elections.
- Be considerate to your fellow inspectors (no arguing or shouting).
- Be respectful of Coordinators from both parties.
- Be courteous toward any custodians, teachers, managers, security or other staff in your polling site.
- Take care of your polling site: keep your table organized and the facilities clean.
- Follow the guidance of your Chair and Coordinators.

Breaks & Meals

- Take reasonable meal breaks. The Board recommends that breaks and meal time be taken at slower intervals, mid-morning and mid-afternoon, during the day.
- The exact time of breaks should be decided among the inspectors. The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner.
- All inspectors should be present from 5-7pm.
- Inspectors should return ON TIME, from breaks or meal periods.
- No food or drink should be kept on the table where the poll book, street guide and other official documents are set up.

Conduct

- While working, inspectors MAY NOT bring children to the polling site.
- While working, inspectors MAY NOT bring pets to the polling site.
- While working, inspectors should refrain from long conversations with friends.
- Inspectors must dress professionally.
- TVs and radios may not be brought to the polling site.

CLOSING THE POLLS

Polls close at 9:00 P.M.

- ❖ *Voters already in line must be permitted to vote*
- ❖ *All activities must be done in bi-partisan teams (one Republican and one Democrat).*

Canvassing the Machine

1. Insert the #2 key into the #2 lock. Turn down the key to turn the machine “off.”
2. Open the back of the voting machine with the #3 key.
3. Two (2) inspectors one from each party, read the vote totals from the back of the voting machine loudly and clearly.
4. Two (2) inspectors record the numbers on the canvass sheet and yellow tally sheet.
5. If the date line is no longer visible, cut the paper roll



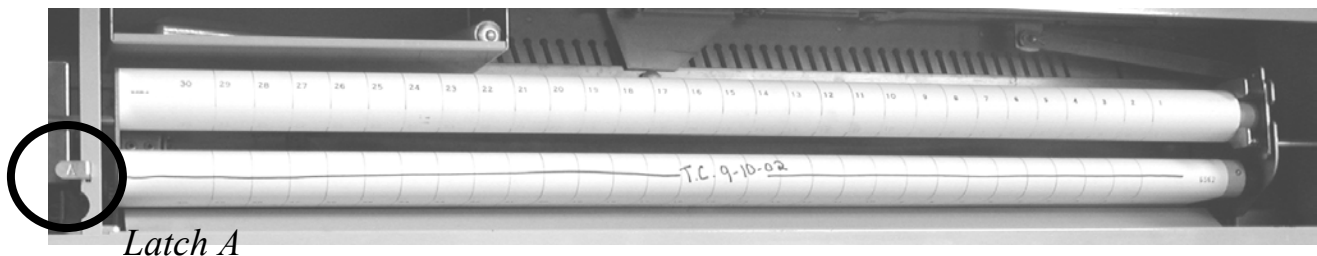
2 Key turns off machine



3 Key locks back of machine



Voting Machine Dials



Latch A

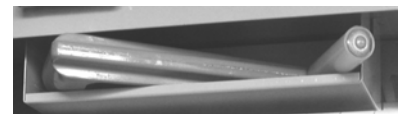
Paper Rolls, showing no write-in votes cast (date-line visible)

Paper Roll Procedure

1. Pull out Latch “A” which is to the left of the paper roll.
2. Loosen the paper on the upper roll and cut the paper all the way across the upper roll.
3. Making sure Latch “A” is still out, pull the paper off the lower roll.
4. After canvassing the write-in votes label the paper with your L.D./Town and Election District and sign it.
5. Carefully fold the paper and return it to the Board of Elections in the Paper Roll Return Envelope.
6. Tally the write-in votes on the canvass sheet.

Closing the Polls – Lock-Up and Re-Pack Supplies

1. Replace the Handicap Accessible crank.
2. Close and lock the back of the voting machine with the #3 key.



Crank returned to compartment in back of voting machine

Part VII: Closing the Polls

CLOSING THE POLLS (continued)

3. Complete the “...when the polls close section”, of the Statement of Canvass: All four (4) inspectors must sign it.
4. Seal the poll ledger with the two stickers provided in the “chairperson envelope.”
5. Take down signs.
6. Re-Pack carefully. Separate **ORANGE DOT** items from the other materials and place in **ORANGE DOT** bag. **DO NOT** place orange dot items in the machine.
7. Repack plastic bags according to the recommendations at the right. All supplies **except** those with an orange dot must be placed in the machine.
8. Never throw any written materials away: pack them with the supplies sent back in the voting machine.
9. Secure the seal in the entrance button.
10. Lock the front of the voting machine with the #3 key.
11. If one is present, bring the flag inside the polling site.
12. Place machine keys in orange dotted return key envelope and place in orange dotted bag.
13. Inspectors do not need to cover the machine and should not wait for the machine to be picked up.
14. Return orange dot items to the designated location.

After the Polls Closed

(To be filled out and signed by the Board of Inspectors as indicated below, AFTER THE CLOSE OF THE POLLS.)

WE HEREBY CERTIFY

That, this day, as soon as the polls were closed, the entrance knob of the voting machine No. 028971 was locked against movement, and sealed with seal No. 263715

That the Protective Counter registered 041502

That the total number of votes as shown by the Public Counter is 502

That the Chairman of the Board of Inspectors, under the scrutiny of another member representing a different political party, called off the vote for each candidate as shown on the counters of the machine, and that such vote was recorded on this Returns of Canvass sheet by an inspector and the poll clerks.

That the vote as recorded on this Returns of Canvass was then compared with the figures on the machine by being called therefrom by an inspector of a different political party than the one who first announced the vote.

That the machine is closed and locked.

We do hereby certify that the above is a true and correct Statement of the votes received by each candidate in this election district.

Elizabeth R. Krause
Laura Eddinger
Randolph Blake
Betty Jones
(Signed) Board of Inspectors.

Repacking Recommendations

Orange Dot Bag

- ❖ City Clerk/Town Clerk Return Envelope with completed Canvass Sheet sealed in envelope.
- ❖ Board of Elections Return Envelope with Completed Canvass Sheet Sealed in envelope.
- ❖ Voting Machine Keys Return Envelope with Machine Keys Sealed in envelope.
- ❖ Completed Yellow Tally Sheet.

1st Large Bag

- ❖ Poll Book sealed, Signature Cover.
- ❖ Street Guide.
- ❖ Flip Chart
- ❖ Certificate of Service signed by all Inspectors and chairperson
- ❖ City Payroll Sheets, one sheet signed by each Inspector and chairperson
- ❖ Challenge Report
- ❖ AVM Instructions
- ❖ Spanish Interpreter Vouchers completed and sealed in the envelope
- ❖ Paper Roll Return envelope with used Paper Roll sealed in the envelope
- ❖ Call-in sheet (specific districts only)
- ❖ “Notes to the Commissioners”
- ❖ Completed Voter Registration Forms
- ❖ Affidavit Return Envelope with completed Affidavits or emergency Ballots sealed in the envelope

2nd Large Bag

- ❖ Welcome to District signs
- ❖ Small bag with pens and pencils, remaining stickers
- ❖ Map with polling sites
- ❖ All signs – Distance Markers, Arrows, etc
- ❖ Cardboard Voting Booth
- ❖ Unused Voter Registration forms
- ❖ Unused Affidavit/Emergency Ballots supplies

Appendix I: The Election Process

The process that creates a Primary in September and then General Election in November can actually begin as early as March. This is a brief description of how elections occur.

Sometime between March and June, local, county and state parties will hold **nominating meetings** (or conventions) to select or **designate** candidates. Designated candidates are then placed **on Designating Petitions** (state candidates achieve ballot status directly through the convention process). In order for a candidate to achieve ballot status, they must collect a set number of signatures depending on the office sought. Usually, Designating Petitions are passed in the first week of June and are filed at the Board of Elections in the second week of July. For any office, if more candidates are designated than the number of positions available (e.g. four council seats available, but five candidates are designated) a **Primary** must be held.

Just after Designating Petitions are filed, **Independent Petitions** may be passed. These are petitions that name some other party and, like Designating Petitions, require a set number of signatures for a candidate to achieve ballot status, depending on the office. Independent Petitions are filed in early August. Candidates that qualify from filing an Independent Petition will appear on the **General Election** ballot.

Primary Elections are elections within parties that determine which candidates will represent their party in the **General Election**.

Only voters registered within a party experiencing a **Primary** may vote in that Primary.

Any registered voter may vote in a **General Election**.

Absentee Ballots are available to any registered voter if they are out of the County, in County but ill, or have a disability that prevents them from participating in a Primary, General, Presidential Primary or Special Election day.

Glossary of Terms

Absentee Ballot – A paper ballot issued by the Board of Elections, prior to Election Day, for voters who will be out of the County or in County but ill.

Active Inspector – An inspector working in an election district for a given election.

AD (Assembly District) – An area encompassing a number of election districts in which an Assembly member is elected.

Affidavit Ballot – A paper ballot issued to a voter who is otherwise not in a poll ledger but who lives in the ED. After voters have voted the ballot, it is placed in an affidavit envelope, sealed, signed, and then placed in the Affidavit/Emergency Return Envelope.

B Machines – A second machine assigned to an election district due to an excess in the number of voters in that election district.

Call-In District - An ED selected by the Board of Elections to call-in turnout figures (public counter number) at specific times throughout the day.

Certificate of Service – A green sheet of paper that all inspectors must sign to be credited for working on an election day; contains the Oath of Office and must be certified by the Chairperson.

Chair (person) – The head inspector elected by the team of 4 inspectors on an election day; the chief political position of a County Committee; an officer of a local Committee responsible, at minimum, for specific Committee functions and conduct of meetings.

Challenge Report – A blue sheet of paper where name changes, challenges, court orders, affidavit ballots, and instances of assisting voters are recorded.

Consolidated Districts – Occurs when the voters in two or more Election Districts are combined into one poll ledger and machine.

District – A generic term that can refer to an ED, LD, AD, State Senate District, or any other jurisdictional area.

District Maps – A street map, usually of an LD or Town, displaying an ED overlay. Used to locate polling sites and direct voters.

ED (Election District) – The smallest political unit usually comprising neighborhoods and indicted by a number (e.g. ED 24). Voters must vote in their ED. Inspectors serve in an ED. Committee members are elected from an ED.

Emergency Ballot – A paper ballot issued only when a machine breaks-down and only with permission from the Commissioners. After a voter has voted the ballot, it is placed in a green and white envelope, sealed, signed, and put in the Affidavit/Emergency Return Envelope.

Emergency Release Lever – A small metal lever located under the party fist cards that is used to release the red handle without casting any votes.

Entrance Button – The button on the right hand side of the machine pushed before a voter enters the machine.

Fist Card – The dark hand with index finger pointing that displays the name of a party in the front of the machine.

Flip Chart – A resource included in election day supplies that lists a variety of solutions to challenges that inspectors may face throughout the day.

General Election – An annual election open to any registered voter.

Hispanic District – An ED determined though census figures to possess over 5% Spanish-speaking population.

I Voted Stickers – a round adhesive that has “I voted today” on it. Inspectors should hand these stickers to voters, not place them directly on clothing.

LD (Legislative District) – An area encompassing a number of election districts in which a County Legislative Member is elected.

Leader – The political head of a local (Town, City, or LD) Committee. Minimum function is to act as liaisons between their County Committee and their local Committee.

Lever (or Pointer) – the bar that a voter pushes down to indicate a vote.

LTED – A Board code for a Legislative District or Town and an Election District (eg.60002: Riga, ED 2)

Machine Diagram – see sample ballot

Machine Face – The ballot as displayed on the machine.

Orange Dot Items – Materials that must be returned to a Board of Election Supply Return Location in the City or to the Town Hall and Town Clerk in the Towns on election night after the polls close.

Paper Roll – a roll of paper wound around a metal spool located in a small compartment at the back of machine. Write in votes are recorded on the paper roll. If the paper is removed at closing, it must be folded and placed in the paper roll return envelope.

Pay Voucher – A form that inspectors must fill out completely in order to be paid for their work. It is a purple color for City Pay Roll.

Poll Book – The ledger containing a voter’s name, address, and signature in which a voter must sign before they allowed to vote on the machine. In a Primary, all eligible voters enrolled in each party having a Primary will be in separate poll ledgers labeled by party.

Primary Election – An election within a party for an office or offices. The winner appears on the General Election ballot.

Primary Lever – A lever located on the right hand side of the machine that inspectors must set to the party of the voter entering the machine. Used only is a Primary Election.

Primary Slips – Colored slips of paper corresponding to parties that are given to voters after they sign the poll ledger (of the same color) and then are given to an inspector at the machine who sets the Primary Lever. Used only in a Primary Election.

Protective Counter – A dial located on the right hand side of the machine that records the total number voters who have ever entered the machine and pulled the red handle.

Public Counter – A dial located on the right hand side of the machine that records the total number of voters that have entered the machine and pulled the red handle for that particular election.

Red Handle – The metal rod that voters pull to the right to close the curtains and begin voting and then pull to the left to open the curtains after the votes have been indicated.

Sample Ballot – A paper diagram of the machine face.

Seal – a metal strip that is placed through the entrance button.

Street Directory - Listings with all house numbers and streets within a site.

Street Guide – Listings with house numbers and streets within an ED.

Substitute Inspector – A trained inspector interested in working in an election district on election day, but not assigned to an election district.

Voting Booth – A piece of upright cardboard used to give voters privacy when they vote on a paper ballot.

FREQUENTLY ASKED QUESTIONS

Election Inspector Training Manual

How are inspectors paid?

Inspectors are paid for their election day service by the town or city containing the election district in which they serve, in an amount fixed by the town or city legislative body. Each town and the city sets its own pay scale. Inspectors must be paid for attending required training schools. The Board of Elections does NOT pay inspectors. The Board can confirm if any inspector worked, but questions about pay should be directed to the City or Town Clerks. Checks generally are sent within 4-6 weeks after the election. Their phone numbers are:

Rochester	428-6193
Brighton	784-5250
Chili	889-3550
Clarkson	637-1130
ER	586-3553
Gates	247-6100
Greece	225-2000
Hamlin	964-2421
Henrietta	359-7040
Irondequoit	467-8840
Mendon	624-6060
Ogden	352-2140
Parma	392-9461
Penfield	340-8600
Perinton	223-0770
Pittsford	248-6200
Riga	293-3880
Rush	533-1312
Sweden	637-2144
Webster	872-7060
Wheatland	889-1553

How should we handle reporters or news-crews that appear at the polling site?

Always be considerate toward the press. Call the Board to inform the Commissioners if the press appears at your site. They may ask inspectors or voters questions outside the 100' distance marker. They may not accompany voters into the voting machine or go behind the voting machine to examine the dials. They may not disrupt proceedings.

How should inspectors handle B Machines?

One machine is labeled A machine; the other machine is labeled B machine. Open

and check both machines when you arrive at the polling site. Voters may vote on either the A machine or the B machine. In the poll book you must indicate which machine the voter used. You will have one poll book. Example: the first voter on the A machine is 1A. The second voter on the B machine is 2B. It is important that you keep accurate records on which machine the voter used. At the close of the polls you will need to canvas both the A machine and the B machine. Read the numbers off the back of the voting machine, and record them on the canvas sheets. The A machine total and the B machine total is added together on the canvas sheet. Follow normal closing procedures for the machines, but place all of the non-orange dotted supplies in the B Machine only.

How do inspectors identify a Spanish Interpreter? A Board employee?

The supplies in each Hispanic District will contain an envelope for Spanish Interpreters, including a nametag. This is the best way to identify if your ED should have an interpreter. As you open, interpreters should introduce themselves and then be allowed to join the team of inspectors at the table.

Board employees should have a Monroe County ID displayed.

How do I know what table (Election District) I should be at?

Your coordinator will tell you what district you are assigned to. Inspectors must sit at the table they have been assigned by their coordinator unless they receive permission to change from the Board of Elections.

When we call the Board on Election Day, who will we be speaking to?

The phone numbers on the flip chart go to the Election Inspector Coordinators, the Deputy Commissioners and the Commissioners. Inspectors should follow their guidance.

FREQUENTLY ASKED QUESTIONS

Election Inspector Training Manual

Can any inspector, other than the Chairperson, sign important documents?

Any inspector may sign affidavit ballots or emergency ballots. All inspectors must sign the Affidavit/Emergency Return Envelope, the Certificate of Service, the Key Return Envelope, the Paper Roll Return Envelope, and the Canvass Report. **The Chairperson MUST sign city pay vouchers.**

Why are there two keys on the key ring?

The #2 key is for turning the machine on and off. On many machines, inspectors can tell the machine is turned on when the red mark above the lock is lined up with the red mark on the lock. The #3 key opens the front and back of the machine. Remember: the small latch must be horizontal in order to remove the #3 key from the lock.

How many hours do inspectors work?

Inspectors work 16 hours for the General Election (6:00am-9:00pm). Inspectors work for 10 hours on Primary Day (Noon-9:00pm). The Board of Elections does not endorse inspectors working partial days.

Does an ID need to be current for it to be accepted?

Yes. The ID should be no more than a few years old. Identification applies only new voters who have not submitted ID by mail. The ID must contain the voter's name and address.

What happens in a Primary if a voter says they are one party but does not appear in that voter book?

In a Primary Election, each party experiencing a Primary will have their own, colored-coded, book. If a voter is not in one book, check the others. If the voter does not appear in any book, present them with a affidavit ballot, allow them to vote by affidavit ballot, and the Board of Elections will do further research.

How does a voter get a Court Order?

If their name does not appear in the poll book and the voter wishes to vote on the voting machine, they must get a Court Order. Inspectors should present the voter with the "Notice to Voters." On that form is listed the phone numbers for the Headquarters of both major parties. Each party maintains attorneys on election day to assist voters with the preparation of a Court Order. A voter must fill out these papers and take them to a Supreme Court Judge (one is normally available in the County Office Building, 39 West Main Street, next to the Board of Elections). The Judge will examine the papers and if all is in order, sign the papers allowing the voter to vote on the machine. The voter must then take these papers back to their correct election district and present them to the inspectors. The inspectors MUST then allow the voter to vote on the machine. Inspectors must take the Court Order, put it in the Affidavit/Emergency return Envelope, and note the voter's name, address and public counter number on Section IV of the Challenge Report.

Index of Photos and Illustrations

Affidavit Ballot (Sample)	11
Affidavit Ballot Envelope	12
Affidavit/Emergency Return Envelope	11,14
Canvass Sheet	5,22
Challenge Report	18
Commissioners	i
Emergency Ballot Envelope	14
Entrance Button	3
Handicap Crank	5,17,21
Keys	4,5,21
Machine Dials	5,21
Notice to Voters	10
Paper Roll	5,21
Poll Book	7
Poll Watchers Certificates	15
Primary Materials	8
Sample Voting Machine	4
Signs	5,6
Street Guide	10
Supply Bag	4
Voting Machine	3,9,13,17

INDEX

Election Inspector Training Manual

A	Absentee Ballot Voters	19	O	Orange Dot Items	22
	Affidavit Ballots	10-12		Orange Dot Bags	22
	Affidavit Envelope – Inspectors	12	P	Paper Roll	5,21
	Affidavit Envelope – Voters	12		Canvassing	21
	Instructions to use	11		Closing the Polls	21
	When not to give to voter	10		Dateline	5,21
	When to give to voter	10		How to Cut	21
	Affidavit/Emergency Return Envelope	11,13		Opening the Polls	5
	Assisted Voters	16-17		Procedure	21
C	Candidates	15		Paper Roll Envelope	21
	What they may do	15		Poll Book	7,10
	What they may not do	15		Processing Voter	7
	Canvass Report	5,22		Poll Watchers	15
	Closing the Polls	22		Watcher's Certificate	15
	Opening the Polls	5		What they may do	15
	Canvassing the Machine	21		What they may not do	15
	Chairperson	2,20		Polling Site	2,15,20
	Challenge Report	8,11,14,16,18		Access to Table	2,15
	Challenges to Voter	19		Disruptions	2,15
	Closing the Polls	21-22		Primary Day	4,23,8
	Coordinators	1,20		Inspector Arrival Time	4
	Court Order	13,26		Primary	8-9
	Primary Election	13		Canvass Books	8
D	Disabled Voters	16-17		Party ID Slips	8
	Distance Marker	5-6		Primary Lever	8
E	Election Day	4		Emergency Release Lever	9
	Inspector Arrival Time	4		Protective Counter	3
	Polls Open	4-5	R	Re-Packing	22
	Election Inspectors	1-2		Challenge Report	18,22
	Assignment	1		Poll Book	18
	Qualifications	1		Return Envelope	18
	Responsibilities	2	S	Sample Voting Machine	4
	Scheduling	1		Signature Comparison	7
	Electioneering	6,15		Challenging the Voter	19
	Emergency Ballots	14		Signs	4,5
	Permission Needed	14		Posting	5
	Emergency Envelope – Inspectors	14		Spanish Interpreters	3,15
	Emergency Envelope – Voters	14		Street Guide	10,22
	Procedure for Poll Ledger	14		Supply Bag	4
	Return Envelope	11,13	T	Tally Sheet	21
	Emergency Procedures	14		Time allowed in Voting Machine	7
	Entrance Button	3,22	V	Vote Totaling	21
	Etiquette	20		Voters in line when polls close	21
F	Flag	5		Voters with "Absentee Ballot" mark	19
H	Handicap Crank	5,21		Voters with "ID Required" mark	7
I	ID Required	7		Voting Machine	3,4,21,22
K	Keys	3,15,21,22		Cord	4
L	Latch A	21		Dial Check	5,21
M	Machine Breakdown Procedures	14		Locking the back	21
	Moves within the same ED	10		Locking the front	22
N	Name Changes	8		Voting Machine Tag	4
	Name of Voter already signed	19		Check to verify supplies	4
	Notice to Voters	10	W	Write-In votes	13

Checklists

MAKE SURE INSPECTORS SIGN

- _____ Affidavit Ballot Envelopes
- _____ Emergency Ballot Envelope
- _____ Affidavit/Emergency Return Envelope
- _____ Pay Vouchers/Payroll Sheets
- _____ Certificate of Service
- _____ Key Return Envelope
- _____ Paper Roll Return Envelope
- _____ Canvass Report – Opening & Closing the Polls Sections

VOTER NOT IN POLL LEDGER

- _____ Stay calm & calm the voter
- _____ Re-check street guide to see if voter is at the correct district
- _____ Re-Check poll ledger for spelling of name and any possible confusion between first name and last name
- _____ If voter is not in your district, check if they are in another district in your polling site
- _____ If not in your district, check district map for the correct polling site
- _____ Call Board for assistance

OPENING CHECKLIST

- _____ Make sure the LTED on supply bag is the same as that of machine
- _____ Snap curtains inside of the machine
- _____ Plug cord in for light
- _____ Display sample voting machine
- _____ Make sure sample ballot is same as machine face
- _____ Verify dials are at zero
- _____ Verify dateline on paper roll
- _____ Remove Crank
- _____ Sign Opening Polls section of Canvass Sheet
- _____ Post Signs & put flag out
- _____ Post District Map and Sample Ballot
- _____ Break Seal
- _____ Activate Machine with #2 Key

CLOSING CHECKLIST

- _____ Turn off the machine with #2 Key
- _____ Read vote totals from dials at the back of the machine.
- _____ Record vote totals on the Canvass Sheet and Tally Sheet
- _____ Cut the paper roll if date line is not visible and place in paper roll return envelope
- _____ Tally write-in votes
- _____ Replace the handicap crank
- _____ Sign Closing Polls section of the Canvass Sheet
- _____ Seal the poll ledger
- _____ Take down signs; bring flag inside
- _____ Re-Pack; separate Orange Dot items from other supplies
- _____ Place machine keys in orange dotted return key envelope
- _____ Secure seal in entrance button
- _____ Return ORANGE DOT items to designated location